



**TOWN OF SCHERERVILLE  
SPECIAL EVENT PERMIT APPLICATION**

Date Submitted \_\_\_\_\_

Sponsor's Name \_\_\_\_\_

Sponsor's Address \_\_\_\_\_

Person in Charge \_\_\_\_\_

Business Telephone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Fax Number \_\_\_\_\_

Type of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Date of Event \_\_\_\_\_ Hours of Event \_\_\_\_\_

Alcoholic Beverages:  yes  no  beer  wine  other

State Permit Required. **Please attach copy of permit from state**

Outdoor Music:  yes  no

Security:  yes  no (If yes, how many \_\_\_\_\_)

Parking: **Please attach parking plan for review**

Insurance: **Please attach Certificate of Insurance**

Signage:  yes  no (If yes, please attach rendering. Maximum 30 sq. ft. allowed)

OCCUPANCY LIMIT (to be determined by Fire Chief) \_\_\_\_\_

**MEETING REQUIRED/PLEASE SET TIME AND DATE WITH TOWN MANAGER**

DATE/TIME OF MEETING \_\_\_\_\_ APPLICANT \_\_\_\_\_

\_\_\_\_\_  
TOWN COUNCIL PRESIDENT

\_\_\_\_\_  
CLERK TREASURER

\_\_\_\_\_  
TOWN COUNCIL MEMBER

\_\_\_\_\_  
POLICE CHIEF

\_\_\_\_\_  
TOWN COUNCIL WARD MEMBER

\_\_\_\_\_  
FIRE CHIEF

\_\_\_\_\_  
TOWN MANAGER

\_\_\_\_\_  
JOHN NOVACICH

APPROVED \_\_\_\_\_

DENIED \_\_\_\_\_

**FEE: \$100**      Receipt # \_\_\_\_\_